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65-5929

7 October 1965

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-30 Sept 1965

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 54,936 items broken down as follows:

CIA IN cables	20,216
CIA OUT cables	7,389
Miscellaneous and Archives (673)	5,239
Non-CIA units	22,092
Total Work Units	54,936

b. CIA IN and OUT cables totaled 261,287 for the period January-September 1965, up 2% compared to the same period of 1964 (257,182) and up 12% for the same period of 1963 (233,257).

c. Non-CIA cables for January-September 1965 totaled 173,718, an increase of 19% over the same period in 1964 (145,521) and 30% higher than the same period in 1963 (133,899).

d. Work units totaled 478,569 for January-September 1965 up 9% over the same period 1964 (439,191). The Cable Secretariat did a daily average of 1,831 items each 24 hours including Saturdays and Sundays.

e. 1,709 cables or 3.5% of all cables processed were furnished to the Director as compared with 1,172 or 2.5% for August 1965.

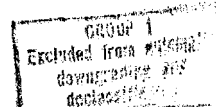
2. Personnel

a. Last month we gained six persons plus one returned from military duty. Our on duty strength is now [REDACTED] persons against a T/O of [REDACTED]

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2. b. The following summer employees were assigned to the Cable Secretariat: [REDACTED]

[REDACTED] All of them performed their duties to the full satisfaction of this office. They were of tremendous help to the Cable Secretariat and I would be happy to recommend anyone of them for permanent assignment to the Agency.

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3. General

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a. [REDACTED] as representative of the Deputy Director for Plans at the CIA Operations Center. [REDACTED] also outlines the role of the Cable Secretariat in support of the CS/DO. At the moment we are actually doing more work to support the CS/DO than we were doing before.

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b. We have started the meetings between the Cable Secretariat and the Office of Computer Services to determine the feasibility of automating our message processing. I will keep you informed of important developments. In this regard, my two weeks at Fort Ritchie where the Automated Message Processing System (AMPS) is being developed was extremely valuable to me, and I am confident that my experience there will assist all of us in developing our automated system. The rewards in terms of improved handling times are potentially tremendous, but these rewards I estimate will be available only at a significant cost in dollars.

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[REDACTED]
Cable Secretary

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